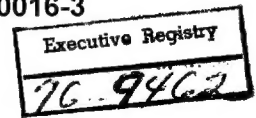




The Library of Congress
Approved For Release 2004/10/27 : CIA-RDP78M02660R000800010016-3

Congressional Research Service

Washington, D.C. 20540



May 28, 1976

OLC 76-1593

The Central Intelligence Agency
George Bush, Director
Washington, D.C. 20505

Dear Sir:

House Resolution 988 passed in October 1974 requires each House committee to develop a futures research and forecasting capability. Senate Resolution 227 established similar provisions with respect to Senate operations. These "foresight provisions" reflect, and have resulted in efforts by most committees in the House and many in the Senate, to secure trend data projections, and futures analysis with which to strengthen the anticipatory function of their respective legislative processes. Not surprisingly, the initial effort has been fragmented, repetitive and often vexing for all concerned. Experience over the past year has led to the conclusion that benefits to all in terms of time, effort and quality of result can be gained from the creation and maintenance of a reliable directory to Federal futures data.

To this end the Congressional Research Service is conducting a survey of foresight-oriented information systems, services and products available through Federal Government agencies. Upon completion of this effort a directory will be produced for congressional use and we will be pleased to provide copies to all contributing agencies.

We invite, and will be grateful for your help in identifying information products, services and systems of your agency which measure trends, make forecasts and point out emerging issues, future needs and conflicts of national significance. Relevant items would be trend and projection series, long and medium term forecast and outlook studies, futures and technology assessment studies, systems established to produce these and publications which carry them. Internal documents produced in the course of the agency budget and management processes are, of course, not sought.

We have noted the valuable products and services available through your office of Political Research. To facilitate this survey, would you kindly forward the enclosed questionnaire along with a copy of the cover letter to the office mentioned above. If you feel this will not adequately cover the futures activities of your agency, would you please forward additional copies of the questionnaire (enclosed) and cover letter to any other offices in your agency that should be included in this survey.

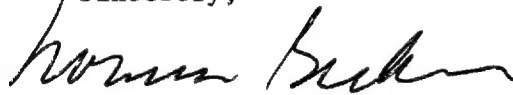
We recognize that such a response is time consuming, but we believe that your thoughtful participation in this venture will save subsequent time and difficulty with misdirected and exploratory inquiries from numerous congressional offices. Most important though, the expertise of your agency is indispensable in drawing to congressional attention the data and analyses most vital to legislative action of long-term impact.

We would greatly appreciate your response by June 28, 1976. Kindly direct your response to:

Donna Scheeder
Congressional Reference Division
115 D Main Building
Library of Congress
Washington, D.C. 20540

If you have any questions concerning this survey please feel free to call either Donna Scheeder at 426-6330 or Marvin Kornbluh of the CRS Futures Research Group at 426-6498.

Sincerely,

A handwritten signature in dark ink, appearing to read "Norman Beckman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Norman Beckman
Acting Director

CONGRESSIONAL RESEARCH SERVICE
SURVEY OF GOVERNMENTAL INFORMATION SOURCES

Instructions: Please answer these questions as they pertain to your information products or services which indicate trends, make forecasts, identify emerging issues or that could be used by our staff to accomplish these ends. Include all types of relevant products and services such as abstracts, statistical data and charts, bibliographies, newsletters, reports, etc. We are not seeking data produced in the course of the agency budget or management processes. Please fill out a separate questionnaire for each significantly different product, service, or system.

1. Please list the major functions and responsibilities of your section which relate to the collection of data potentially useful for long-range planning, forecasting or thinking about the future. This data may have been collected on a regular basis or for a one-time study.

PLEASE USE THE BACK OF ANY OF THE PAGES IF ADDITIONAL SPACE IS NEEDED.

2. Describe briefly your product and/or service and the kinds of information included in it. In your description please emphasize:

- a) Names normally used to identify it
- b) Date initiated
- c) Nature of information (raw data, data plus interpretations, etc.)
- d) Subject areas treated
- e) Forecasts (if any) and associated time spans
- f) Formats (charts, tables, abstracts, citations, etc.)
- g) Frequency of updating

3. For what uses have you designed your product/service?

Are further uses contemplated?

4. What medium is normally used to disseminate your product/service?
(Check more than one, if appropriate.)

☐ Published document

☐ Film, filmstrip or video

☐ Computer terminal access
to data base

☐ "Hot Line" telephone
reference service

☐ Microfilm/microfiche

☐ Audio tape

☐ Other (Please specify.) _____

Please elaborate on the items checked.

5. How might a congressional office or the Congressional Research Service of the Library of Congress obtain your product/service?

6. What are your current plans for the future of your product/service (e.g., new hardware, expanded subjects, add-on services, etc.)? Please discuss.

7. Can you suggest other government employees or groups (within or outside of your agency) which should participate in this survey?

PLEASE ENCLOSE AN ILLUSTRATION OF THE PRODUCT/SERVICE DESCRIBED.

Name of Respondent _____ Date _____

Responding Office (specific) _____

Address _____

(zip) Phone () _____

KINDLY RETURN THIS FORM TO:

Donna Scheeder
Congressional Reference Division (115-D MB)
The Library of Congress
Washington, D.C. 20540
(202) 426-6330

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	S/MC				
5	DDS&T				
6	DDI		✓		
7	DDA				
8	DDO				
9	D/DCI/NID				
10	GC				
11	LC	✓			
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19	C/IPS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

For direct response.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Legislative Counsel
7D35 HQ

EXTENSION

NO.

25X1

DATE

21 June 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDI
7E44 HQ

23 Jun 23 Jun FS

2.

[Redacted]

3.

25X1

4.

25X1

5.

6.

7.

8.

25X1

9.

10.

25X1

11.

12.

13.

25X1

14.

15.

Attached is the draft response to a request from the Acting Director of the Congressional Research Service, Library of Congress, that the Agency fill out a questionnaire. Questionnaires from all agencies will be compiled into an unclassified survey for the use of congressional committees. I have discussed this letter with [Redacted] as OPR was specifically mentioned in the letter. Please coordinate my response with [Redacted] and anyone else in DDI you feel appropriate. I need your concurrence or comments by 25 June. Thank you.

Assistant Legislative Counsel

[Redacted]

I discussed this question with [Redacted] before he went on leave. Your draft sounds like his thoughts were included

[Redacted]